

Personnel

Education and Training
ProgramsAdvanced Study
Program (ASP)**PURPOSE:**

- .01 The Advanced Study Program (ASP) provides a mechanism for graduate-level study when the attainment of an advanced degree by an employee will enhance program objectives at the Laboratory.

PROGRAM PARAMETERS:

- .02 The study program must be undertaken in residence at a recognized college or university in the United States. Employees must state their intention to return to and remain at the Laboratory for a reasonable time after completion of the advanced training. All costs associated with the program are borne by the sponsoring division.

ELIGIBILITY:

- .03 To be eligible, the candidate must
- Be a regular full-time exempt employee currently with 36 months' continuous regular full-time employment immediately preceding the appointment.
 - Have a bachelor's degree and meet the entrance requirements of the school for a course of study culminating in a master's degree in the selected field.
 - Have, if pursuing a Ph.D. degree, a bachelor's degree plus approximately 2 years of graduate credits applicable to the field proposed for advanced study.
 - Have a definite and feasible plan for the graduate study.

NECESSARY APPROVALS:

- .04 The cognizant group- and division-level managers and Associate Director (AD) must approve **or disapprove** the proposed advanced study plan and request. ~~A~~ A Personnel Action form (PA) is required when an individual goes on ASP status or returns to work from that status.

LENGTH OF LEAVE:

- .05a Advanced study leave will not exceed a total of 12 months, not necessarily consecutive. However, if an employee proposes to return temporarily to work status during the period of advanced study leave,

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this issue must be addressed in the leave request and approved in advance.

SECURITY CLEARANCE: .05b Unless the Department of Energy (DOE) approves an exception, DOE requires that an employee's security clearance be terminated when the employee is on Advanced Study Program leave for a continuous period of more than 90 calendar days. *For more information, see [AM 702](#).*

LABORATORY SUPPORT:

Salary .06 ASP appointees receive their full regular Laboratory salaries. Employees on ASP leave are eligible for increases at salary review and should receive the same consideration given regular full-time and part-time employees.

Travel/Household Goods Shipment .07 Family travel and household goods shipment to and from the place of study will be reimbursed according to official Laboratory travel policy. The travel and household goods shipment must be accomplished close to the beginning and the end of the appointment. An exception to this provision requires prior approval of the Personnel Services (PS) Division Leader.

Tuition Assistance .08 Appointees receive 100% reimbursement of tuition, books, and other fees assessed by the academic institution during the ASP appointment. & It is possible to arrange for advance tuition payment by the Laboratory to the school on a term-by-term (or equivalent) basis. Individuals who wish to request prepayment should contact the Special Employment Programs/Services Group (HRD-2) as early as possible. Failure to satisfactorily complete prepaid courses requires the employee to reimburse all associated expenses to the Laboratory.

NOTE: Books purchased for ASP courses are the employee's property, even though the Laboratory reimburses the cost.

Benefits .09 An employee does not accrue vacation and sick leave during the ASP appointment. Employee

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contributions to retirement are withheld. The employee may retain any Laboratory insurance plans previously obtained through the Benefits Group (PS-3).

OTHER FINANCIAL SUPPORT: .10 In addition to salary provided by the Laboratory, an ASP appointee may accept scholarship or fellowship stipends or salary for a part-time assistantship with prior approval of the Director of Human Resources (DHR).

PROCEDURES:

.11 Deleted.

Application Form .12 ASP application forms are available from HRD-2.

Requesting Leave .13 The candidate must submit the application form to HRD-2 with a memorandum addressed to the HRD-2 ASP Coordinator. The memorandum must include

- Name of the institution where study will be conducted, name of the person with whom arrangements have been made, and proof of acceptance as a student.
- Specific dates of the ASP leave requested.
- Description of professional benefit that will accrue to the applicant through the course of study.
- Statement of immediate and long-range benefits that will accrue to the Laboratory.
- Candidate's statement of intention to return to Laboratory employment at the conclusion of the leave.
- Information about fellowships, scholarships, paid teaching (or other) positions, or tuition advance requested.
- When possible, specific title of each course to be taken during the ASP appointment.

Approvals .14 The application form and memorandum must be approved by the group- and division-level managers

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of the sponsoring organization and by the cognizant AD. The application form and memorandum are then sent to HRD-2 for ~~the~~ final review and approval. ~~The~~ HRD-2 coordinates the final details of the leave and furnishes the employee with needed information.

Requesting Payment

- .15 The ASP participant must submit invoices or receipts to HRD-2 to support requests for payment of tuition, fees, books, and other costs.